

Filing a Creditor Matrix. Use this event only if you have previously **uploaded** a matrix in the case.

STEP 1 Click the **Bankruptcy** hyperlink on the **Main Menu** then click on **Miscellaneous**.



STEP 2 The **Case Number** screen displays.

A screenshot of the 'Case Number' screen. It has a blue header with the text 'Case Number'. Below the header is a text input field containing the number '04-20077'. At the bottom of the screen are two buttons: 'Next' and 'Clear'.

- ◆ Type in the **Case Number**.
- ◆ Click on the **Next** button.

STEP 3 The **select type of document** screen displays.

A screenshot of the 'select type of document' screen. It has a blue header with the text 'select type of document'. Below the header is a list box containing the following options: 'Amended Certificate of Service', 'Amended Conversion Schedules', 'Amended Schedules/Statements', 'Amended Voluntary Petition', 'Certificate of Service', 'Chapter 11 Ballots', 'Corrected Image', and 'Creditor Matrix'. At the bottom of the screen are two buttons: 'Next' and 'Clear'.

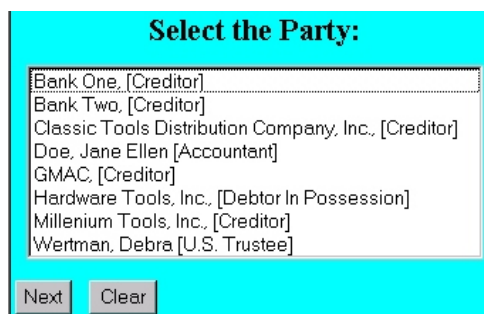
- ◆ Scroll down the options and highlight **Creditor Matrix**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt displays.

A screenshot of the 'Joint filing with other attorney(s)' prompt screen. It has a blue header with the text 'Joint filing with other attorney(s)'. Below the header is a checkbox. At the bottom of the screen are two buttons: 'Next' and 'Clear'.

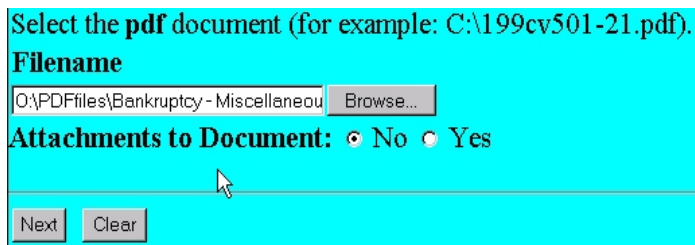
- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



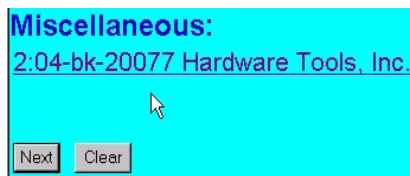
- ◆ Click on the party(s) name.
- ◆ Click on the **Next** button .

STEP 6 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ If there are no attachments to the document, click on the **Next** button.

STEP 7 A **Case Verification** screen displays. Verify you are working in the correct case, then click on the **Next** button.



STEP 9 The **Docket Text: Final Text** screen displays. This is your **last** opportunity to make corrections to your entry.

Docket Text: Final Text
Creditor Matrix. (Bailey, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the final docket text. If correct, click on the **Next** button.
- ◆ If the final docket text is incorrect, you must click on your *Browser's* **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

STEP 10 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 6/25/2004 at 2:43 PM EDT and filed on 6/25/2004

Case Name: Hardware Tools, Inc.
Case Number: [2:04-bk-20077](#)
Document Number: [56](#)

Docket Text:
Creditor Matrix. (Bailey, Attorney)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: O:\PDFfiles\Bankruptcy - Miscellaneous.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=6/25/2004] [FileNumber=13981-0]
[54e283c88e55d156bf14c6d30495b0ff3a93bb209d8b091251485d55d16d9bf90d997
202f7a50000825702202b66652e407738e0485e2581625766e20245176b11]